BIWAL

srijan सृजन

Self-Reliant Initiatives through Joint Action

Regulations and Rules of Tank & Water Management Committee (TMC)



1. Name of TMC:

The name of TMC shall be ..... (Name of Village) Tank Management Committee,..... (Name of Village Panchayat).

2. Area of Operation:

The area of operation of the TMC shall..... village / habitation, covered by.....Village Panchayat coming under..... Block ..... District.

3. Definitions:

In these rules, unless otherwise stated the following terms shall mean as under:



1 **"Gram Sabha"** means a body consisting of persons registered in the electoral roles relating to the village comprised within the area of the Village Panchayat.



2 **"Village"** means the geographic area comprising of all the Wards of the Village Panchayat.



3 **"The Project"** means Bundelkhand Initiative for Water, Agriculture and Livelihood Project having named as "BIWAL".



4 **"Government"** means Government of Madhya Pradesh.



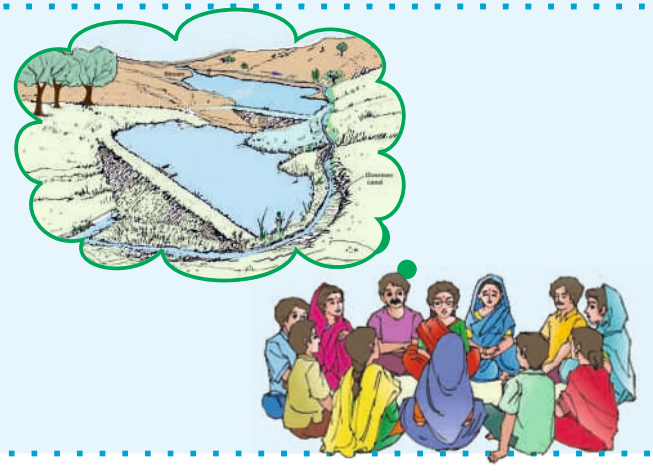
5 **"Facility"** means a Tank system including the catchment or service set up under the Project and consists of newly established ones or rejuvenated and rehabilitated or existing ones.



6 **"Habitation"** means a cluster of households within a village known differently as " Basti", etc.



7 **"Tank Rejuvenation Plan"** means a plan of action to solve the drinking and irrigation water of the village prepared by the TMC, prepared through participatory action under the Project and approved by Gram Sabha and Village Panchayat.



4. Goals and Objectives:

Objectives:

The objective of the TMC shall be assisting the Village Panchayats and the Gram Sabha in implementing the Project through a participatory and demand-responsive approach, within the geographic area of the Panchayat for ensuring increased access to the population of the villages under the Panchayat to improved and sustainable surface and groundwater.

Goals to be Set by the TMC :

a) The TMCs should be managing the tanks in a way that the available water serves the needs for the farming and the household use till the next monsoon.

b) The TMCs should be taking efforts to take contributions from the community, silt beneficiaries during the tank rejuvenation and even after the work is completed, for maintenance of their tanks and influence their Panchayati Raj Institutions to enhance water infrastructure in their village. The amount of contribution will be decided by the respective TMC in their meeting which shall be deposited on day to day basis in the bank account of the TMC.



5. Composition of Tank Management Committee (TMC)

For all functional purpose, there shall be a Tank Management Committee (TMC) for each tank. The TMC shall consist of a General Body in which any direct and indirect beneficiary of the village can become a member. From the TMC General Body which, for the day to day functionsan Executive Body will be elected. The detail composition, roles and responsibilities of the TMCs are described below.

5.1 TMC General Body

The Gram Sabha will appoint the members of the TMC (General Body) in consultation with the Village Panchayat. Beneficiaries of the tank who have their agricultural lands in the down or upstream of the tank and are likely to get the benefit of the water due to increased capacity of the rejuvenated tank, along with the ordinary citizen of the village who is dependent on the groundwater as his drinking water source can become the member of TMC General Body.



5.1.1 Roles and Responsibilities of TMC General body:

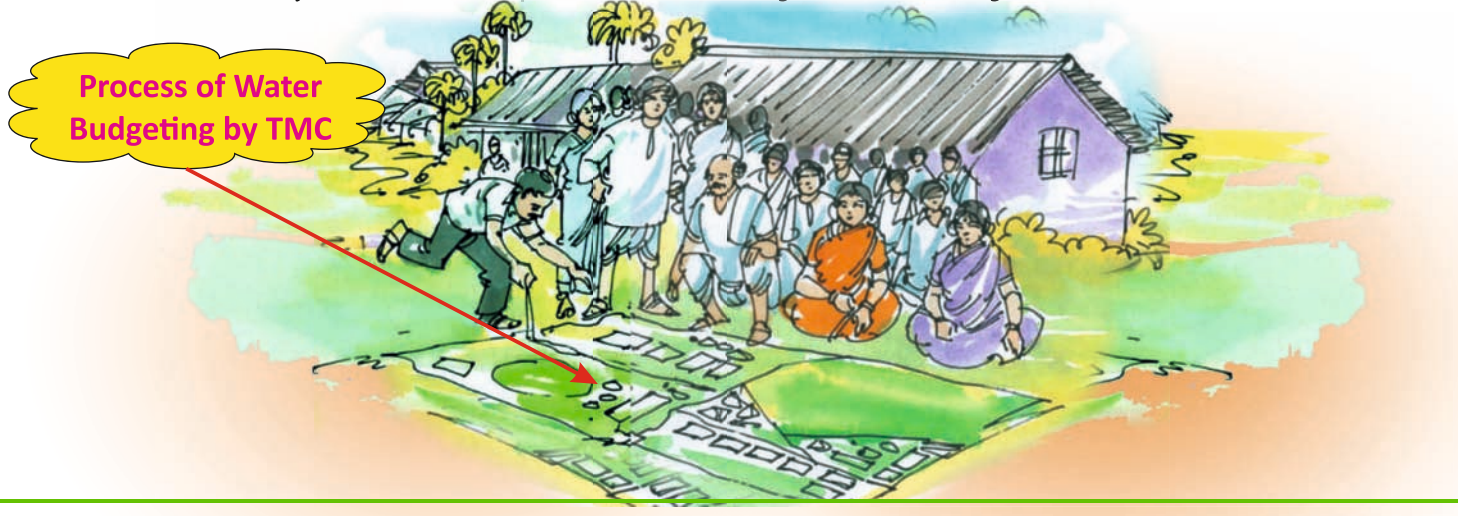
a) Understand and approve detailed Tank rejuvenation/development and water management plan containing recharge and rejuvenation requirements, engineering drawings, cost estimates and other details in the form of a detailed proposal with arrangements for capacity building, training,operation and maintenance, arrangements for procurement, supervising implementation, ensuring quality as well as community contributions etc.

b) Invite the application for the demand of the silt from the farmers who are interested for transporting the soil to their degraded farm lands. Shortlisting of these farmers and allocate the silt quota to be transported to their farm lands, (number of trolleys and days of allocation of soil). The TMC will ensure that there is transportation of the soil to the farmlands on equitable and judicious principle. If any dispute arising from this will be solved amicably by the active participation of the TMC Executive Body and if the dispute still persist then could be discussed and solved in the TMC General Body meeting.

c) Approval for the amount of contribution from the beneficiary members during and after the rejuvenation of the tank either in cash or kind.

d) Recommend to the Village Panchayat for water resources management measures; including conserving and regulating water resources for agriculture and drinking water use.

e) TMC will understand the available surface and groundwater available after the monsoon season for the agriculture and drinking every year. After securing the drinking water need till the next monsoon season, remaining water resources could be planned for various irrigation needs. The TMC will promote cropping pattern on the basis of the available water and any water intensive crops like, Banana, cane sugar will be discouraged.



5.1.2 Relation of TMC General Body with Gram Sabha:

Apart from the quorum stipulated for an ordinary Gram Sabha, a Gram Sabha discussing an agenda item relating to the Project shall have the following special quorum:

a) Not less than 25% of the Benefiting Households shall be represented.

b) Not less than 25% of the Benefiting Households from each of the Habitations in the village shall be represented.

c) Not less than 30% of those present shall be women.

d) A separate minutes book shall be maintained for all decisions of the Gram Sabha relating to the Project activities.

e) The Gram Sabha shall have the following roles and responsibilities under the Project:

f) Propose to participate in the BIWAL programme.

g) Appoint and remove the members of TMC General / Executive Body.

h) Approve and amend regulations and rules for conducting the business for the TMC Executive Body

I) If consensus is not met in the TMC (Executive Body) regarding community contribution, kind and model of labour contribution tariff rates, operation and maintenance charges etc. to be collected from community members then to decide and recommend those to TMC/VP.

j) Review the progress of activities undertaken in the project every THREE months, for ensuring inclusiveness, equity, transparency, cost effectiveness and other principles of the Project.

It shall be the responsibility of the MC and Village Panchayat to assist the Gram Sabhato discharge all the above responsibilities.



5.2 TMC Executive Body

The TMC (General Body) shall appoint an Executive Body from its members for the smooth functioning of the project, which shall be involved in day today business of the tank rejuvenation as well as various activities under BIWAL project. The Executive Body of the TMC will be empowered to make decisions in consultation with the project implementing partner organisation. TMC (Executive Body) shall
consist of maximum 11 members and the following clauses shall be complied within constituting TMC:

a) At least one member shall be from the members of the Village Panchayat.

b) Not less than 50% of members shall be women.

c) Not less than 30% of members shall be from backward classes or the percentage reservation as stipulated by the Government from time to time.

d) It shall have representation from Women Self Help Group, Youth Clubs and existing community based organisation in the village.

e) It shall have representation from all the Wards and Habitations within the village to the extent possible.

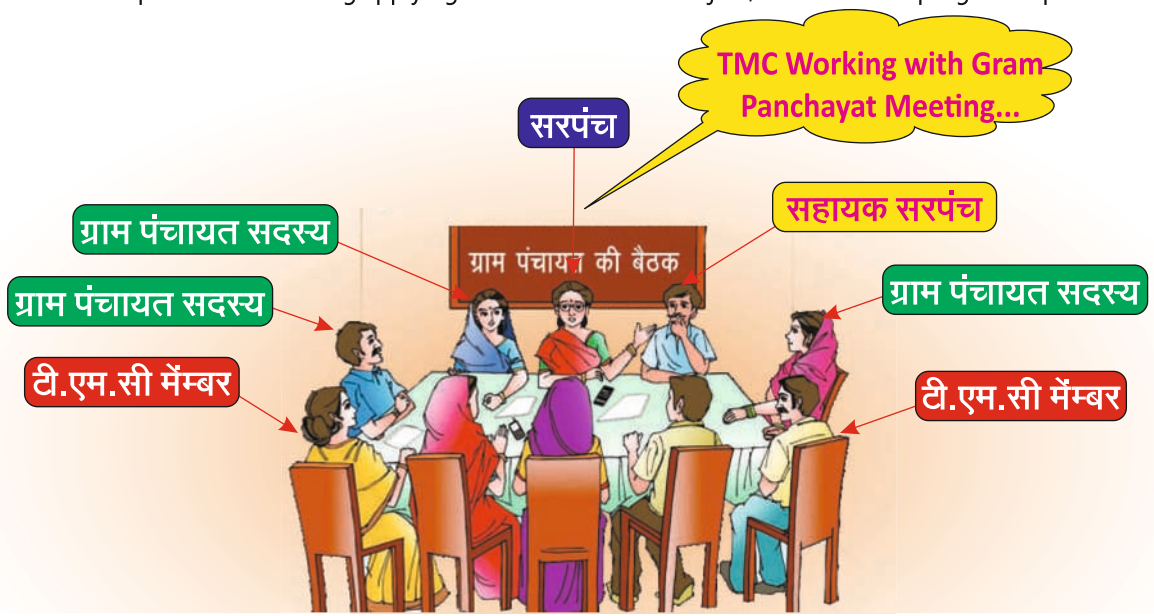


5.2.1 Relation of TMC Executive Body with Village Gram Panchayat:

The TMC will be a sub-committee of Village Watershed and Sanitation committee of Village Panchayat and will have an existence subordinate to it. It will have status of a subsidiary of VP.

The following are the responsibilities of the Village Panchayats under the Project and TMC shall assist the Village Panchayats in undertaking these activities:

a) Carry out all correspondence including applying for inclusion in the Project, submission of progress reports etc.



b) Carry out all correspondence to various line departments related with the work for repairs of any of the component by which the efficiency of the tank shall increase. For example if there is a leakage through the spill way or the overflow structure needs any repair then Village Panchayat will write and take consistent follow up with the respective government department for appropriate action like repair or reconstruction of the structure so that the efficiency of the structure will increase. Similarly if there is forest land in the catchments then to insist Forest department by communication, on constructing appropriate soil erosion control structures so that the tank is not silted again.

c) Ensure the smooth implementation of the project and resolve any dispute arising from the land disputes or encroachments in the tank area as per the revenue record. Village Panchayat will take appropriate actions to remove the encroachments before starting of the work and ensure the sustainability of the project.

d) Convene meetings of Gram Sabha, arrange to maintain minutes and follow up the decisions of Gram Sabha.

e) Co-ordinate activities of TMC.

f) Approve appointment of TMC as sub-committee of VWSC.

g) Own and take responsibility to maintain all assets created under the project.

5.2.2 Appointment and removal of TMC(Executive Body) members:

The TMC Executive Body members are either selected by consensus or elected by the TMC General Body.

The following eligibility norms shall apply to become a member of the TMC.

a) Member of the TMC General Body and Gram Sabha.

b) Having aptitude and experience to do community development activities especially water resources development.

c) Known for honesty, integrity and respected by the Gram Sabha/ Community members.

d) Should not be involved in any civil contracting work, or carrying out similar activities that are being under taken in the project as his profession.

Any or all members Executive Body of the TMC can be removed by the Gram Sabha or shall cease to be a member as follows:

a) Upon death

b) Allegations of misappropriation or mismanagement of funds, violation of project principles and guidelines, acting in a manner detrimental to the interest of the village. However the decision shall be taken only after the concerned member is heard in Gram Sabha called for the purpose.

c) Irregularity pointed out by project implementing organisation, Government or an agency duly authorised to audit the affairs of the TMC including performance audit.

d) A resolution moved by at least 1/3rd of the Gram Sabha members.

e) The decision to remove a member be passed by a simple majority in a special meeting of the Gram Sabha attended by at least 80% of the User Households out of which 50% shall be women.

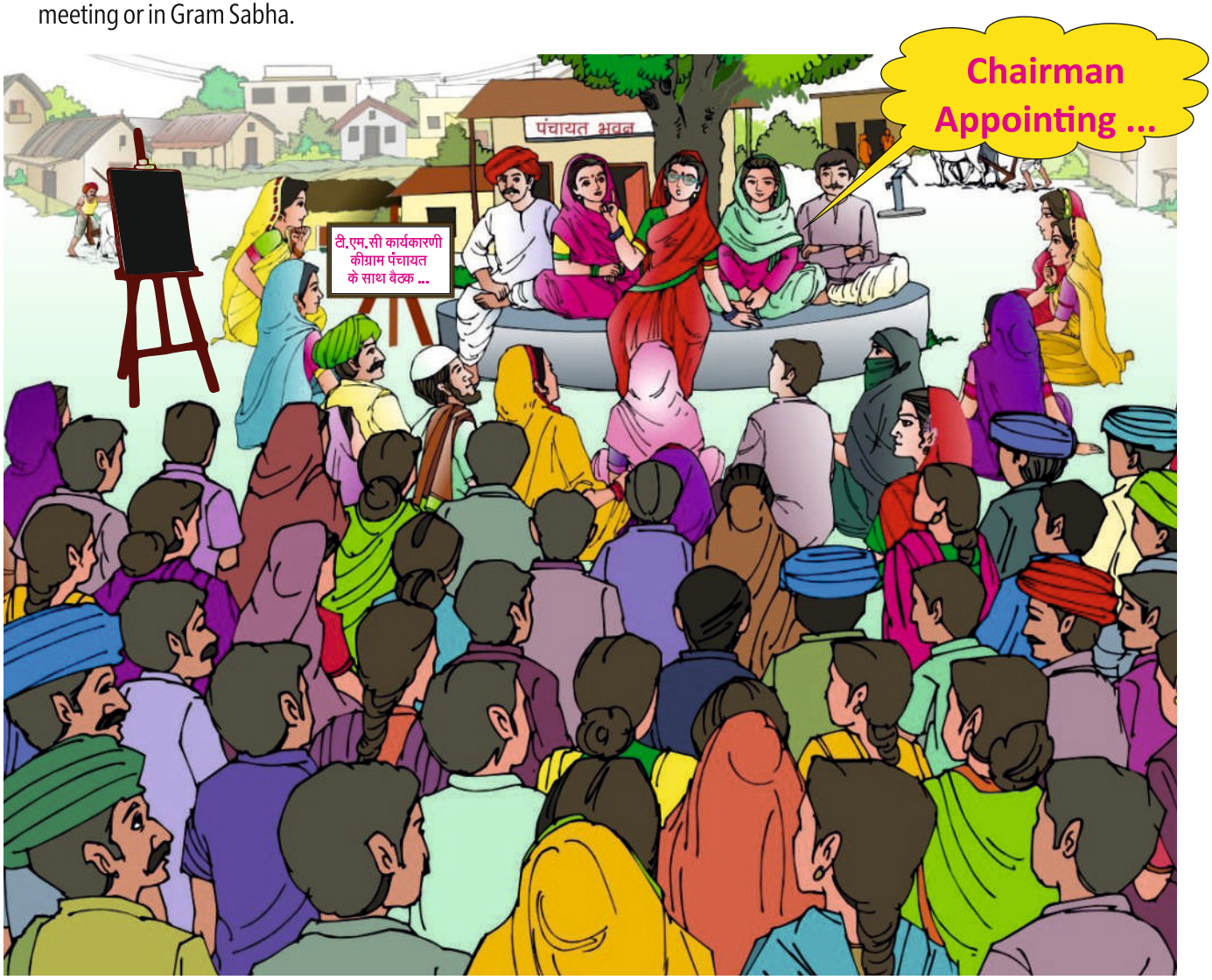


5.2.3 Office bearers of TMC (Executive Body):

a) The members of the TMC shall select a Chairperson, a Secretary and a Treasurer as their office bearers.

b) Either the Treasurer or the Secretary preferably be a literate woman who can read and write. The minimum qualification of the secretary shall be 10th Std.

c) The TMC shall entrust with its office bearers, roles and responsibilities within the powers given in TMC (General Body) meeting or in Gram Sabha.



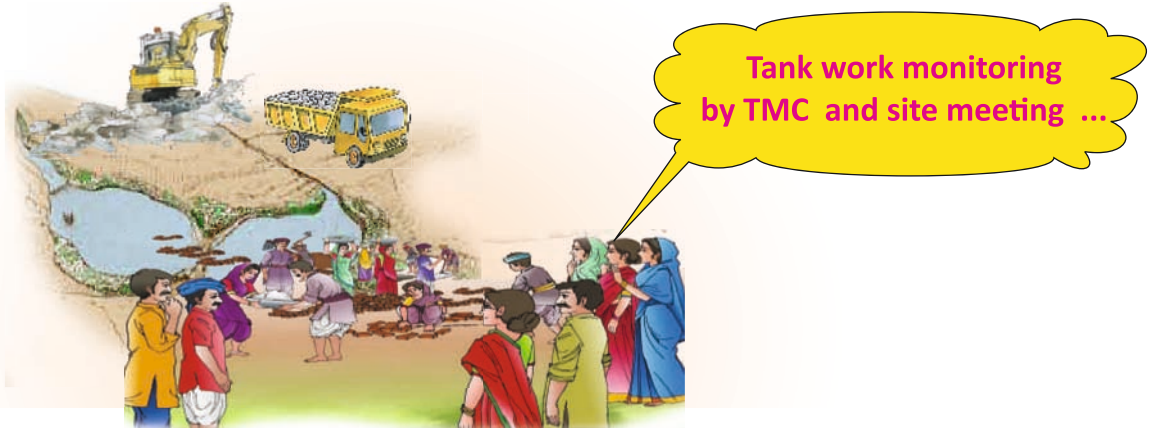
5.2.4 Roles and Responsibilities of TMC Executive body

All the important decisions will be made in the meeting. A quorum of 3/4 is required for taking any important decisions. The Chairperson and the Secretary will plan in advance and ensure that the decisions are taken in time so that the task is not affected adversely.

a) Facilitate project implementing organisation to obtain necessary permission / no objection certificate (NOC) or resolution from the respective authority towards the proposed work under project. In case of any discrepancies regarding the requisite permission TMC will also send its representative along with the members of the project implementing organisation to various government authorities for representations.

b) Mobilise the members of the village and ensure their support, participation and contribution of cash, kind, labour and time and other resources for social action for solving water related problems of the village.

c) Ensure that after rejuvenation of the tank there shall not be any direct lifting of the water from the tank so that the water by ground water recharge will be available to various extraction units depending on the local geo-hydrological condition.



d) Project implementing organisation will implement the approved Tank development and water management plan in close coordination of the TMC including procurement of services, goods, works and materials. Supervising and monitoring during implementation, ensuring quality of materials and works shall be the responsibility of the TMC.

e) Study the water situation of the village, identify, prioritise and recommend measures to solve the prioritised problems in the general body/Gram Sabha meetings with partner organisation.

f) In coordination with the project implementing organisation, recommend optimal solutions using cost effectiveness, sustainability and ensuring equitable benefits to everyone in the village, for solving the water related problems.

g) Participate and understand documentations on completed Tank, preparing expenses statements, completing books of accounts for approval.

h) Recommend agencies for performance audit, financial audit and technical audit on the working of TMC and Project implementation.

I) The TMCs monitors the water levels (Surface, ground and Soil) and spread the awareness about water use efficiency in the community.

5.2.5 Responsibilities of a Secretary of TMC

a) Record the minutes of all the meetings, especially the decisions taken. The "TMC register" will also record the attendance, with signature/thumb-print against the names of those present. The signature will be taken during the meeting and not afterwards.

b) Remind the Chairperson and other members to call the meeting.

c) Maintain the record of all the financial transactions in account books.

d) Present the records - minutes and accounts - in all the meetings.

e) Educate the members about accounts, records and what to monitor in accounts.

f) Train another person in the group to take up responsibility once her/his term is over.



5.2.6 Meetings and records:

a) The TMC shall meet as often as required in discharging its roles and responsibilities. The TMC meet at least once in a month.

b) Mandatory agenda for the TMC- a seasonal charter

Season	Months	Meeting Agenda
Kharif	June	• Deciding about the crops and variety and water budget • Input procurement for Kharif • Consolidation and presentation of the Books of accounts of the ongoing structures
	July	• Processing the work Completion certificates for the Structures • Consolidation of the accounts
	August	• Preliminary assessment of water potential created- Measure to be taken to adopt water use efficiency • Undertake awareness programmes and Visual display of Rainfall and water potential created • Develop proposals for the water resource management measures – repair of tanks through MGNREGA, well repairs, drinking water etc and submit proposal in Gram Sabha

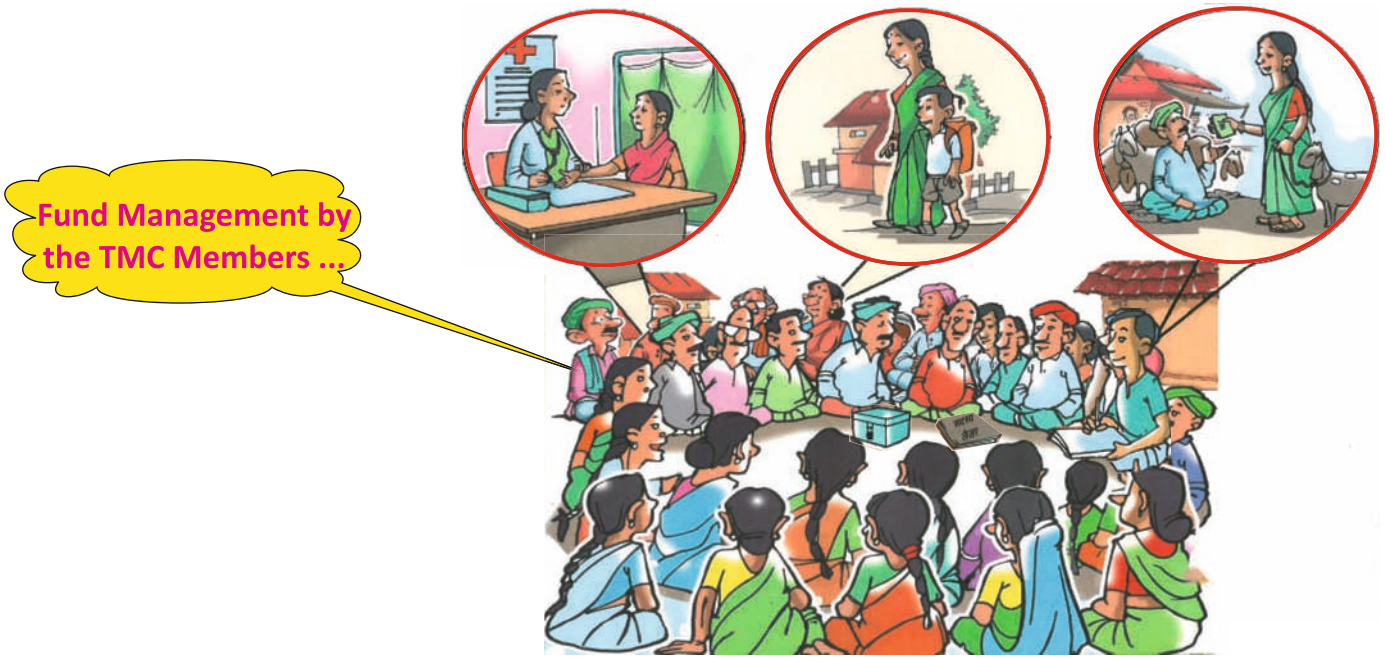


Season	Months	Meeting Agenda
	September	• Rabi Planning – Conducting Exercise of water Budgeting, • Supervision plan for water withdrawals • Maintenance charge collection
	October	• Rabi Procurement • Following up of the proposal submitted in 15th August Gram Sabha • Submission of new Plans in gram Sabha • Supervision of the water withdrawals , Assisting visual representation of the rainfall data in the village common places
	November	• Selection of the new phase of the Tanks and other water resources • NOC from the Gram Panchayat for new structures
	December	• Supervision and monitoring of the existing structures, • Develop a plan for maintenance measure
	January	• Supervision and monitoring of the existing structures, • Assessment of the water that will be available during the peak summer • Measures to be taken for securing clean drinking water
	February	• Assessment od the water that will be available during the peak summer • Measures to be taken for securing clean drinking water
Zaid	March	• Finalising the list the structures • Developing the proposals for Gram Sabha – Convergence opportunity with the line departments
	April	• Presenting the findings of the concurrent monitoring of the Structures – financial and physical update
	May	• Presenting the findings of the concurrent monitoring of the Structures – financial and physical updates • Kharif crop planning- Assessment of the well monitoring data , Input procurement planning etc

a) The TMC shall record and maintain minutes of its meetings, minutes of Gram Sabha meetings and minutes of VP meetings relating to Project implementation.

b) All records and books are kept on behalf of the TMC/VP and shall be made available for audit and other verification by visitors, Partner organisation and Government.

c) All records and books including accounts maintained by TMC shall be public documents and be made available to any of the members of Gram Sabha for scrutiny and copies shall be made available on realisation of photocopying charges.



5.2.7 Funds and accounts:

a) All funds managed by the TMC are shall be expended only in accordance with these rules and guidelines prepared in consultation with Partner organisation or from Government time to time.

b) Separate books of accounts shall be maintained in VP for recording Project related financial transactions and shall form the integral part of the total accounting system of VP not withstanding that they are managed for day-to-day transactions by TMC.

c) All dues from members of User Households shall be deemed as dues to the Village Panchayat.

d) The TMC shall operate on a no-profit-no-loss basis and any excess of receipts over payments in a year shall not be deemed as profit, but carried forward for transactions in the subsequent years.

1. Certified that these regulations and rules have been read, discussed and approved in the meeting of the Gram Sabha held on .....day of .....month.....year attended by.....numbers of members representing ..... numbers of households in the village and with ---------- numbers of women members.

Signed by

A. Representing Village Panchayat

1. ----------, Sarpanch Signature

2. ----------, Deputy Sarpanch Signature

B. Representing TMC

1. ----------, Chairperson Signature

2. ----------, Secretary/Treasurer Signature

3.----------, Members Signature

4. ----------, Members Signature

5. ----------, Members Signature



BIWAL

Bundelkhand Initiative for Water Agriculture and Livelihood (BIWAL)

www.srijanindia.org

Lead Organization

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Self-Reliant Initiatives through Joint Action

Tikamgarh (MP)

Implementation Partners

CARD (Centre for Advance Research and Development)
Newari (MP)

Arunoday Sansthan
Mahoba (UP)

Haritika
Jhansi (UP)/
Chhatarpur (MP)

Bundelkhand Sewa Sansthan
Lalitpur (UP)

Yuva Koushal Vikash Mandal
Hamirpur (UP)

Akhil Bhartiya Samaj Sewa Sansthan
Chitrakoot (UP)